



Foreign Affairs Manual

VOLUME 3 – Personnel

Change Transmittal: PER-710

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3 FAM 2160

POLICY ON BALANCED WORKFORCE GUIDELINES AND PROCEDURES

Changes

11. Summary:

- Administrative change, per Department Notice 2013_08_094: The Office of Shared Services (HR/SS) and the Office of the Human Resources Shared Services Provider (HR/HRSP) will merge and continue operations as HR/SS, effective Monday, August 19. The merger and reorganization were recommended and approved with the objectives of reducing the duplication of efforts between the two offices, improving efficiency and effectiveness, and leveraging both offices' resources and expertise.
3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
 4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
 5. The office responsible for the material in this subchapter is **A/CSM**. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

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1. Remove and discard the old 3 FAM 2160 (CT:PER-669; 02-28-2012) and insert the new 3 FAM 2160 (CT:PER-710; 10-01-2013).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-710, and initial.

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